



Introduction

The Self-Study of a Federal Depository Library is an educational tool for Federal depository coordinators and other personnel to use to learn more about or self-assess their library's Federal depository operations and services. The Introduction covers basic issues that are important to understand prior to initiating work on a Self-Study module. There are no questions to answer in the Introduction.

Some initial release Self-Study modules are currently available. As modules become available they are being posted to the Desktop. After all modules are available, the resource will be updated based on comments received.

If you have questions or comments about the Self-Study, please use the [askGPO](#) help service. When submitting a question or comment, please choose the category "Federal Depository Libraries" and the subcategory of "Conferences/Training" in order to ensure that your question is routed to the correct area.

Background

This edition of the Self-Study of a Federal Depository Library replaces the earlier version found in the Federal Depository Library Manual. Previously, the Self-Study was required prior to a depository library inspection by U.S. Government Printing Office (GPO) personnel. The results of the Self-Study were examined by GPO staff to identify areas of concern, if any, to investigate further during an onsite library inspection. However, it was frequently noted by depository library staff that the Self-Study served as an excellent tool for depository coordinators to use when getting to know their depository operations. It also served as a refresher for experienced depository coordinators to reacquaint themselves with their depository operations under review.

LSCM has revised the Self-Study as an educational resource that you, a depository library coordinator or staff member, may use for your own library's purposes. Please consider the following:

- 1)The Self-Study is **completely voluntary**. No library is required to complete it.
 - 2)Since the Self-Study is voluntary, Library Services and Content Management (LSCM) has written the Self-Study to help you assess your own situation, as much as possible, to determine if the library's operations meet FDLP program rules and requirements. Where applicable, guidance is incorporated within the questions. Additional sections provide information to help you track your progress and evaluate your own answers.
 - 3)Since the FDLP now encompasses both tangible publications as well as electronic information, sections and questions were developed to address the new avenues that the Program is taking since the last Self-Study was developed.
 - 4)The questions in each module reflect the most frequently asked questions that are addressed to LSCM.
 - 5)You may use this resource to assist with strategic planning, self-assessment, education, or any other purpose useful to the library. You are encouraged to share your findings from completed modules with your regional library or other library consortia, as appropriate. The module findings can be used to instigate needed changes in your library or consortia.
 - 6)You may choose what modules to review, as time permits, in any order. Each module may be completed by itself and does not require that any of the other modules be completed first.
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How it Works

There are two parts to each Self-Study module.

- * **Online portion:** This portion contains textual information meant to be read and reviewed online. It also contains information that is largely descriptive and is not included in the second portion in order to minimize the amount of paper needed when printing. Links to online resources are provided.
 - * **PDF portion:** It is a worksheet that contains questions, checklists and space for fill-in answers. It can be filled out online. Space that is shaded with a light blue background color can be "checked" or have text typed into it. Alternatively, the PDF can be printed out and filled in by hand. To do so, click on the "Print Form" button at the top of the document.
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Working with PDFs

To work with the PDF document, we strongly encourage you to update to the most current version of Adobe Acrobat Reader, which you can [download for free](#) from the Adobe site. Adobe has identified a critical vulnerability which can affect your system. Once you have Acrobat Reader installed, you can download and open up the PDF within the module.

Tips and Tricks for PDF Documents

- * You may fill out the questions in a PDF worksheet electronically, or you may print out the document and fill in the answers by hand.
 - * For people filling out a worksheet electronically, you may save your work by clicking on the diskette icon at the top right side of the screen. After saving the document once, you may go back to your document and continue to fill it out or edit it.
 - * To print the document, click the printer icon. Use the prompts on your computer to print the document.
 - * Bookmarks have been created for the section headers and questions within the PDF. You navigate through the document by clicking on any of the bookmarks displayed in the Bookmarks panel.
 - * The current stable version of Adobe Reader features the ability to utilize "sticky notes." Features such as this are available under the menu option "Review and Comment." These are for your own reference or to share with others on your staff.
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Library Types & Special Issues

The Self-Study was written as much as possible to accommodate the wide variety of library types found in the Federal Depository Library Program (FDLP). You may find that there are questions or sections within modules that do not quite fit your individual library's situation. If you are unable to answer a question, this may be an indication that your library is doing something in a different way than many other libraries or it may be that the best answer is a short narrative with an explanation.

The majority of libraries follow the same FDLP rules and regulations; however, there are some exceptions for groups of library types. For example, questions may not address the following situations:



- * Highest state appellate court libraries are exempt from the public access and withdrawal rules that other depository libraries must adhere to.
- * Federal agency libraries follow a different set of procedures than other library types for withdrawal of their depository publications.
- * Some Federal libraries have strict building security requirements that make physical access to the library building more challenging than at most other Federal depository libraries and this necessitates routine methods rather than exceptions for accommodating public access.
- * Regional depository libraries face a different set of rules regarding the retention of depository publications in their collections and the services that are offered. These rules are addressed in a separate module.

If you are at a library type noted above, please be familiar with the appropriate chapters of the Federal Depository Library Handbook prior to completing the Self-Study.

In all cases, you are encouraged to use your professional judgment when answering the questions. If you have any questions about your Self-Study responses, the adequacy of library policies, or any specific situations at your library, please contact LSCM using the [askGPO](#) service. When submitting a question, please choose the category "Federal Depository Libraries" and the appropriate subcategory in order to ensure that your question is routed to the correct area.

Self-Study Modules

New modules will be posted as their initial release becomes available.

- * [Module 1: The Basics](#)
- * [Module 2: Collection Development](#)
- * [Module 3: Bibliographic Control](#)
- * Module 4: Physical Facilities & Maintenance of the Collection (coming soon)
- * [Module 5: Staffing](#)
- * [Module 6: Public Services](#)
- * [Module 7: Cooperative Efforts](#)
- * [Module 8: Regional Services](#)